

WYOMING WORKERS' SAFETY & COMPENSATION

EMPLOYER: _____

EMPLOYER #: _____

AFFIDAVIT FOR APPLICATION OF COVERAGE CLERICAL OFFICE OCCUPATION CLASSIFICATION

Chapter 1, Section 4 (e) of the Wyoming Workers' Compensation Rules & regulations defines "Clerical Office Occupations" as follows:

Employees whose duties are confined to keeping the books and records of the business or who are engaged wholly in office work where such books and records are kept, having no other duties of any nature in or about the premises of the business. Employees who qualify for the Clerical Office Occupation classification may include personnel with supervisory duties if the performance of those duties does not require any work away from the office environment. Employees qualifying for the Clerical Office Occupation classification who perform any duty away from the office environment become disqualified for the Clerical Office Occupation classification in the reporting period when the non-clerical work is performed, with a limited exception allowed solely for direct travel to and from a local post office or bank.

HOW TO OBTAIN AN CLERICAL OFFICE OCCUPATION CLASSIFICATION

Provide the information requested on the reverse side, read the following statements and sign the space below. The firm may need to attach additional sheets to completely describe all job titles subject to the application for Clerical Office Occupations. Submit the signed copy to any of the Division's field offices or send to:

WYOMING WORKERS' SAFETY & COMPENSATION
EMPLOYER SERVICES
REGISTRATION UNIT
1510 EAST PERSHING BLVD
CHEYENNE WY 82002

IT IS UNDERSTOOD:

THAT the firm may only report employees who qualify for the Clerical Office occupation classification under this designated class on the payroll report forms;

THAT any employee who is otherwise qualified to be reported as a clerical employee and who travels locally to any location other than the post office or bank, or who travels to a non-local place is thereby disqualified to be reported in the Clerical Office Occupation classification for the reporting period when this travel occurs;

THAT any over reporting of payroll in the Clerical Office occupation classification discovered by the Division will be reassigned to the correct classification. Additional premiums may be charged if applicable.

Signature

Title

Date

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Please answer all questions completely and return to any Division office. As used in the questions below, the term "employees" is reference to those employees whom the firm wishes to report under the Clerical Office Occupation classification.

1. **YES / NO** Are employees duties confined to keeping the books and records of the business? If the answer to question #1 is **NO**, describe the duties that are other than keeping the books and records of the business:

2. **YES / NO** Are employees engaged wholly in office work where such books and records are kept? If the answer to question #2 is **NO**, describe the duties that remove the employee away from the office where such books and records are kept, and indicate how often the employee is removed from the office environment:

3. Provide a list of the **JOB TITLES** for whom the firm is applying to obtain a Clerical Office Occupations classification. For each **JOB TITLE**, include a brief description of the job duties, or, if available, attach a job description used by the firm:

JOB TITLE: _____

DESCRIPTION OF JOB DUTIES:

JOB TITLE: _____

DESCRIPTION OF JOB DUTIES:

Attach additional sheets as necessary.